



**2016 COC PROGRAM COMPETITION
RENEWAL PROJECT APPLICATION
HOUSING PROJECTS**

AGENCY PROFILE	
Legal Name of Agency	Community Rebuilders
Project Name	Keys First
Contact Person	Vera Beech
Title	Executive Director
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Check one:

- Permanent Supportive Housing
- Rapid Re-Housing
- Transitional Housing

Authorized Representative: I hereby certify that the information contained in this proposal is true and accurate. Any falsification of information will render the application void, and the application will not be accepted. This application has been reviewed and authorized for submission by the agency's board of directors as of the date indicated.

Name: Vera Beech	Title: Executive Director
Date of Board Authorization:	
Date of Anticipated Board Authorization:	7/20/2016

All projects requesting renewal must demonstrate they have met minimum project eligibility, capacity, timeliness, and performance standards to be considered for funding.

GENERAL PROJECT INFORMATION

1. Provide a narrative describing how the project’s performance met the plans and goals established in the current project’s application the project’s performance in assisting program participants to achieve and maintain independent living, and record of success. (Include target populations and preferences as specified and/or allowed by the Notice of Funding Availability (NOFA) under which the project was initially funded.)

Keys First provides strengths-based, housing first services to homeless households with children who are literally homeless and may be fleeing domestic violence. This project aligns with HUD’s goal of ending family homelessness. This project is a collaborative project with The Salvation Army as a subrecipient. Participants may receive short term or medium term assistance based on needs, as determined by individualized assessment conducted by HRS with the family. Priority is placed on providing the least amount of assistance needed by a household to obtain and maintain permanent housing. Participants are assisted to quickly secure of permanent housing of their choice in the community. HRS support the continuity of assessment and planning from early intervention through permanent housing stability. Supportive services are provided and needs identified by utilizing the participants strengths and community resources to address any barriers that might interfere with housing stability. When mainstream resources are exhausted this project is able to provide additional assistance with the educational needs, substance abuse, and counseling needs of each household. Provided supportive services focus on stabilization in the neighborhood and community, linkage to service needs and assistance with accessing benefits. Keys First 14-15 projected to serve 41 households but actually was able to serve 111 households (APR 9) by the project’s end date. 81% (104/129 APR 36a.2a.) of the adults in Keys First 14-15 maintained or increased their income. It is also significant that unlike other rapid rehousing projects in Kent County program households do not get valuable community PSH section 8 vouchers at exit, nor does this project target people who only need one time assistance. It is a true rapid rehousing project that is successfully utilizing progressive engagement to increase the housing and income stability of families served.

2. Has the project had any significant changes since the last funding approval (HUD FY 2015),
 No if “yes” complete the chart below to indicate the change.

Check change type		Previous	New
<input type="checkbox"/>	Decrease in the number of persons served		
<input type="checkbox"/>	Change in number of units		
<input type="checkbox"/>	Change in project site location		
<input type="checkbox"/>	Change in target population		
<input type="checkbox"/>	Change in component type		
<input type="checkbox"/>	Change in grantee/applicant		
<input type="checkbox"/>	Line item or cost category budget changes more than 10%		

<input type="checkbox"/>	Other: Click here to enter text.		
If change was made include as many of the following that apply as attachments to your application:			
Attached (check)			
<input type="checkbox"/>	Attachment: Written communication to HUD requesting the significant change		
<input type="checkbox"/>	Attachment: HUD's written approval of the change requested		
<input type="checkbox"/>	N/A: HUD has not yet provided written approval of the requested change		

SECTION I: CoC Priority Populations

3. What percentage of the households served were chronically homeless? (HMIS Report)
 5% (5 Chronic Families/111 Total Households) of the households served were chronically homeless.
4. What percentage of the households included at least one Veteran? (APR 21)
 0% (0 Veterans/129 Adults) of the households included at least one Veteran.
5. What percentage of the households were headed by a youth aged 18-24? (APR 16)
 8% youth were served. (32 Youth aged 18-24 with children and adults/419 Total Clients) 8%
6. What percentage of the households served were families with children? (APR 9)
 100% (111 HH with Children/111 Total Households) of the households served were families with children.
7. What percentage of the households served had experienced domestic violence? (APR 19.a.)
 30% (40 Experienced Domestic Violence/132 Total Adults) 30% of the households served had experienced domestic violence.

Low Barrier and Housing First

8. Low Barrier

Does the project ensure that participants are NOT screened out (or denied project entry) due to the following:	
Having too little or not enough income	Yes
Active substance use or history of substance abuse	Yes
Having a criminal record (other than for state-mandated restrictions)	Yes
Domestic violence (requiring survivor to take specific actions or demonstrate distance from assailant)	Yes

9. Housing First

In addition to the answers above, a project must also answer affirmatively to the following questions to qualify as Housing First.

Does the project work to ensure that participants are NOT terminated from the program due to the following:	
Failure to participate in supportive services	Yes
Failure to make progress on a service plan	Yes
Loss of income or failure to improve income	Yes
Being a victim of domestic violence	Yes
Any other activity not typically covered in a lease agreement typically found in the project's geographic area.	Yes
Does the project quickly move participants into permanent housing?	Yes

Section II: HUD Priorities

Permanent Housing

10. Is this a permanent housing (PH) project that is requesting funds for housing (i.e. rental assistance or leasing funds)? **Yes**
11. a. Total request for housing activities (leased units, leased structures, and/or rental assistance):
\$353,832 Requested Rental Assistance
- b. Total award (support services, operating cost, etc) plus administrative costs requested (not including match): \$840,930 Total Requested Budget
- c. Percentage of total budget devoted to housing activities (10.a. ÷ 10.b.): 42% of the budget is devoted to housing activities. (\$353,832 Rental Assistance/\$840,930 Total Budget)

Prioritization of Chronic Homelessness in PSH—Questions 10 and 11 are for Permanent Supportive Housing Projects Only

12. Will the organization adopt the HUD CPD Notice on Prioritization? **Yes**
13. a. Is the project dedicated to chronic homelessness in 100% of its units? **No**
- b. What percentage of the project's non-dedicated beds are prioritized for chronically homeless participants?

No, this is not applicable to Keys First as it is a rapid rehousing project. The agency has adopted HUD's prioritization process for this project.

Targeting Hard to Serve Populations

14. What percentage of participants had:
- a. One(1) or more physical or mental health conditions known at entry (*APR 18.b. add totals for one, two and three or more conditions then divide by total*):
- 16% (39+18+9/419) one or more physical or mental health conditions known at entry.
- b. Two (2) or more physical or mental health conditions known at entry (*APR 18.b. add totals in two and three or more conditions divided by total*):

6% (18+9/419) two or more physical or mental health conditions known at entry.

c. Three (3) or more physical or mental health conditions known at entry (APR 18.b. total in three or more conditions divided by total):

2% (9/419) three or more physical or mental health conditions known at entry.

15. What percentage of the adults served had less than \$500 income a month at entry? (APR 23. Add values for No Income through \$251-\$500 and divide by Total in last row):

46% (43+4+2+10/129)of the adults served had less than %500 income a month at entry.

Impact on Homelessness

16. Please evaluate how the project would impact homelessness in the CoC if it were not awarded funding through this competition.

<input checked="" type="checkbox"/>	The project would close and 419 individuals would immediately become homeless if it were to not be funded.
<input type="checkbox"/>	Loss of funding would result in loss of housing options and could mean eventual displacement or increase in homelessness.
<input type="checkbox"/>	Loss of funding would negatively impact services and resources but not a clear loss of housing options.
<input type="checkbox"/>	Loss of funding would minimally impact the number of housing options or resources available.

Section IV. Project Performance

Performance Data

17. What is the project's utilization rate? (Quarterly Point- in-Time Counts in APR 9. New Projects will only use average of last two quarters in the operating year.)

112% (7+31+56+89=183, 183/4=45.75, 45.75/41) utilization rate. This is the first operating year that Key's First has completed.

18. Did 100% of project head of households enter from an eligible homeless situation? (APR 20.a.1-3)

100% of the project head of households entered from an eligible homeless situation.

19. What percentage of project Leavers exited to a known destination? (APR 29.a.1-2 ÷ Total Leavers APR 7.)

100% (192 known destinations/192 Leavers) of project leavers exited to a known destination.

20. What percentage of program participants exited to a permanent housing destination?

100% (189 permanent housing destination/192 Leavers- 3 leavers to an institutional setting) of program participants exited to a permanent housing destination based on guidance on how to calculate this question.

21. All Projects: What percentage of project leavers had increased earned income at project exit? (APR 24.b.2.total / 7. Total Leavers)

60% (26+8 increased total income/57 Adult Leavers) of project leavers had increased total income at project exit.

22. All Projects: What percentage of project leavers were receiving mainstream benefits at project exit? (APR 26.a.2. total / 7. Total Leavers)

91% (52 leavers with non cash benefits/57 Total adult leavers) of adult project leavers were receiving mainstream benefits at project exit.

23. PSH Projects Only: What percentage of participants leaving project remained in the project 6 months or longer? (APR 27)

N/A to Keys First as it is a rapid rehousing project.

HMIS Participation

24. Within HMIS, what is the number of Universal Data Elements (UDE) with 5% or more null or missing values?

There are 0 universal data elements with 5% or more null or missing values.

Efficient Use of Funding

25. Expenditure of Funds: Use last completed HUD FY year. Projects that have not completed a grant year should not answer.

a. Total amount awarded	\$822,258
b. Total amount spent	\$822,258
c. Percentage spent Divide answer b. by answer a.	100%

HUD Monitoring

26. a. Is the recipient free of HUD monitoring findings for all the agency's projects? **Yes**

If no, explain below findings in detail for the Funding Review Panel. Include details on the nature of the finding, resolution and corrective actions taken, if any.

Community Rebuilders has no findings from HUD. The agency is the subrecipient of a program that HUD has monitored.

b. Has your organization been monitored by HUD in the past three (3) years? **Yes**

If yes, include as attachments: Monitoring report from HUD, your organization's response to any findings, documentation from HUD that finding or concern has been satisfied, and any other relevant documentation.

If no, provide most recent monitoring by an entity other than HUD for federal or state funding (ESG, CDBG, etc) and include as attachments: Monitoring report, your organization’s response to any findings, documentation from HUD that finding or concern has been satisfied, and any other relevant documentation.

Financial Information

27. What is the percent of leveraging funds of the total requested funds?
 Complete Leveraging worksheet, Attachment A.

PROJECT BUDGET

Activity	Requested Funds	% of Requested Funds	Other Funding	Total Project Cost
Acquisition		%		
New Construction		%		
Rehabilitation		%		
Leasing		%		
Rental Assistance	\$353,832	42 %		\$353,832
Supportive Services	\$391,463	47 %		\$391,463
Operating Costs		%		
HMIS	\$41,200	5 %		\$41,200
Project Administration (limited to 7%)	\$54,435	6 %		\$54,435
Total Project Cost	\$840,930			\$840,930

Attachment A

Identify all match and leveraging funds. Only those dollars or non-cash contributions (in-kind) that directly support the project should be listed. This may include federal, state, or local government funds, private funds, grants, and/or other sources, including donations. Worksheet should reflect information in eSnaps application.

Resource	Cash or In Kind	Committed or Planned/ Pending	Available (MM/YY)	Amount/ Value	% of HUD Project Award	Serves as CoC Program Match? (Y/N)
United Way Community Rebuilders	Cash	Committed	11/17	\$44,863	5%	Yes
United Way The Salvation Army	In Kind	Committed	11/17	\$20,000	2%	Yes
Community Mental Health	In Kind	Committed	11/17	\$70,000	8%	Yes
Volunteer Services	In Kind	Committed	11/17	\$30,000	4%	Yes
The Salvation Army - Unrestricted	In Kind	Committed	11/17	\$45,000	5%	Yes
		C/PP	MM/YY		%	Yes/No
ITP Transportation	In Kind	Committed	11/17	\$6,000	1%	Yes
	Cash/Kind	C/PP	MM/YY		%.	Yes/No
Total leveraged from other sources				See second page	See second page	

Attach additional forms as necessary

Attachment B

Attachments listed below are required but unscored. Failure to include any documentation that is required may result in application being out of the competition.

All projects must include:

Annual Progress Report (APR) for the project's most recent completed contract year. (If a full year has not yet been completed for the project, attach an APR with an end date of 6/25/2015) Other structured outcome report for non-HMIS participating agencies are allowed (i.e. domestic violence agencies).

Line of Credit Control System (LOCCS) report showing drawdowns and final balance

Project Application submitted in *e-snaps*

Each applicant must include one of the following two:

Monitoring report from US Department of Housing and Urban Development (HUD)

Monitoring report from an entity other than HUD for federal or state funding (ESG, CDBG, etc)

If relevant include:

Organization's response to any findings

Documentation from HUD (or other entity) that finding or concern has been satisfied

Any other relevant documentation

Written communication to HUD requesting the significant change indicated in question 2.

HUD's written approval of the change requested in question 2.

Attachment C

HUD General Section Certificates

The agency certifies to the Grand Rapids Area Coalition to End Homelessness that it and its principals are in compliance with the following requirements as indicated by checking the box.

- Fair Housing and Equal Opportunity*. See CFR 578.93 for specific requirements related to Fair Housing and Equal Opportunity.
- Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity*. See the Federal Register dated February 1, 2012, Docket No. FR 5359-F-02 and Section VI.B.2. of the General Section.
- Debarment and Suspension*. See Section III.C.4.c. of the FY 2015 General Section. Additionally, it is the responsibility of the recipient to ensure that all subrecipients are not debarred or suspended. (24 CFR 578.23((3)(c)(4)(v).d. Delinquent Federal Debts. See Section III.C.4.a. of the FY 2013 General Section.
- Compliance with Fair Housing and Civil Rights*. See Section III.C.3.a. of the FY 2015 General Section.
- Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)*. See Section III.C.3.d. of the FY 2015 General Section.
- Economic Opportunities for Low- and Very Low-income Persons (Section 3)*. See Section III.C.3.c. of the FY 2015 General Section.
- Real Property Acquisition and Relocation*. See Section VI.B.4. of the FY 2015 General Section.
- Conducting Business in Accordance with Core Values and Ethical Standards/Code of Conduct*. See Section III.C.3.f. of the FY 2015 General Section.
- Prohibition Against Lobbying Activities*. See Section III.C.3.h. of the FY 2015 General Section.
- Participation in HUD-Sponsored Program Evaluation*. See Section VI.B.6. of the FY 2015 General Section.
- Environmental Requirements*. Notwithstanding provisions at 24 CFR 578.31 and 24 CFR 578.99(a) of the CoC Program interim rule, and in accordance with Section 100261(3) of MAP-21 (Pub. L. 112-141, 126 Stat. 405), activities under this NOFA are subject to environmental review by a responsible entity under HUD regulations at 24 CFR part 58.
- Drug-Free Workplace*. See Section VI.B.9. of the FY 2015 General Section. n. Safeguarding Resident/Client Files. See Section VI.B.10 of the FY 2015 General Section.
- Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 209-282) (Transparency Act), as amended*. See Section VI.B.11. of the FY 2015 General Section.
- Lead-Based Paint Requirements*. For housing constructed before 1978 (with certain statutory and regulatory exceptions), CoC Program recipients must comply with the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801, et seq.), as amended by the Residential Lead-Based

Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851, et seq.); and implementing regulations of HUD, at 24 CFR part 35; the Environmental Protection Agency (EPA) at 40 CFR part 745, or State/Tribal lead rules implemented under EPA authorization; and the Occupational Safety and Health Administration at 29 CFR 1926.62 and 29 CFR 1910.1025.

Attestation that all attachments as required by HUD are uploaded in *e-snaps*. See Notice of Funding Availability for the 2015 Continuum of Care Program Competition FR-5900-N-25; Section VI. C. 2.

This list is not exhaustive of all HUD requirements. Applicants are encouraged to review the 2015 General Section, found at:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail/2015gensec to ensure eligibility.

Agency: **Community Rebuildres**

Acknowledged By: **Vera Beech**

Title: Executive Director

Date: 7/15/2016